

Full-time Detention Officer

Vigo County Juvenile Center has an opening for a full-time **Detention Officer**. The hours for this position will be Friday 2PM-10PM, Saturday 11AM -11PM, Sunday 11AM -11PM and Monday 2PM -10PM.

This position is responsible for ensuring the safety and security of the Vigo County Juvenile Detention Center. Detention Officers follow all policies and procedures.

Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provides security for the Vigo County Juvenile Detention Center.
2. Provides supervision of residents detained at the Vigo County Juvenile Detention Center during all daily activities: such as but not limited to personal hygiene, meals, recreation, classroom, etc.
3. Enforces all Vigo County Juvenile Detention Center Policy and Procedures.
4. Enforces all Vigo County Policy and Procedures.
5. Enforces Vigo County Juvenile Detention Center Housing Rules for youth detained.
6. Receives and processes all new residents to the Vigo County Juvenile Detention Center. To include but not limited to the following:
 - a. Gathering and documenting Juvenile's personal information
 - b. Notifying parent/guardian
 - c. Logging personal property
 - d. Searching Juvenile and his/her clothing
 - e. Showering
 - f. Delousing
 - g. Basic Orientation
7. Escort residents to court, doctor's appointments, placements, etc.
8. Administer prescription and over the counter medication to the residents.
9. Evaluate residents on a continuous base for behavioral changes and report all changes.
10. Observe residents at five (5) to fifteen (15) minutes intervals when the residents are in their cells. The observation is for suicide assessments, confinement and security checks and for logs of daily observations.
11. Must remain alert to respond to problems, emergencies and safety or security violations. These include but are not limited to rule infractions, conflicts between residents, attempted escapes, irrational or inappropriate behavior, and illnesses. When these or other event occur that warrant action, the Detention Staff must be able to take appropriate action and/or disciplinary measures.
12. Conduct security checks and room searches.
13. Effective and professional communicator with Supervisor, Co-workers, Probation Officers, Caseworkers, Police and family of the resident.
14. Maintains a clean and organized work area to include daily cleaning of the facility.
15. Must be able to intervene in any situations requiring prompt attention - up to and including physical intervention.
16. Resident laundry.
17. Serve as a liaison between the resident and other agencies.
18. Meets core competency requirements each year.
19. Completes all tasks as assigned by Supervisor, Assistant Director or Director.

Job Requirements:

1. 21 years of age or older.
2. High School Diploma or its equivalent.

3. A valid Drivers License.
4. Must have the ability to accurately record all resident's behavior and complete related reports/documents as required.
5. Must have the ability to effectively communicate and cooperate in a professional manner at all times.
6. The ability to work with troubled adolescents in a group or individual setting.
7. Submit to a criminal history check, pre-employment.
8. Submit to a sexual registry check, pre-employment. (must not be registered)
9. Submit to a DMV check, pre-employment and yearly.
10. Able to pass a pre-employment physical and drug screening test.
11. Able to pass a random yearly drug screen.
12. Able to pass a random yearly physical.
13. Must have the ability to apply and enforce group living guidelines on a daily bases.
14. Must have the ability to handle threatening situations with a minimal amount of physical force.
15. Must be able to work effectively in stressful situations.
16. Must be able to pass all required certification.
 - a. CPR/First Aid
 - b. OC Spray
 - c. Cell Extraction
 - d. Blood Borne Pathogen
 - e. Medication Distribution
 - f. ServSafe Certification
17. Maintain confidentiality of all records and information.
18. Ability to serve as a positive role model for residents.
19. Ability to work any shift, holidays and weekends.
20. Ability to follow all personnel policies and rules of the Vigo County Juvenile Detention Center and those of Vigo County.

No Phone Calls Please!